

**Torrance Community Television  
RESIDENCY AND NON PROFIT REQUIREMENTS**

**In order to use the TCTV Facilities, you must either be a bona-fide resident of the City of Torrance or a member of a non-profit group or organization.**

**TORRANCE RESIDENT**

- ☑ Individual residency is established by presenting a valid California Driver's License with photo identification and a current utility bill (i.e., phone, water, electric, cable) in your name. The address on the CDL and the utility bill must be identical.
- ☑ Post office boxes are not deemed acceptable proof of Torrance residency.
- ☑ If the address on your California Driver's License needs to be updated, here are the steps to follow: Law states that you must notify DMV within 10 days of changing your address. There is no charge to change your address, and you may notify DMV by any of the following ways:
  1. Call any DMV office at 1 (800) 777-0133 and request that a change of address form be mailed to you. It will take 5 days for you to receive it. Complete the information required on the form, then mail it to the address listed at the top of the form.
  2. Download the "**Change of Address form DMV 14**" (<http://www.dmv.ca.gov/forms/dmv/dmv14.htm>) complete the information, and mail it to the address listed at the top of the form.
  3. Visit any DMV office, complete a change of address form, and give it to a technician. The technician will give you a Change of Address Certificate card (DL 43) to complete and carry with your license.
- ☑ TCTV requires an official printout from the DMV. Merely supplying us with a brown 'Change of Address' card from the DMV is not sufficient. Submit a "**Request for Own Driver License or Vehicle Registration Record (INF 1125)**" (<http://www.dmv.ca.gov/forms/inf/inf1125.pdf>)
- ☑ Upon obtaining your DMV DL printout, bring the updated form back into our office.
- ☑ If there are any other questions pertaining to the residency requirements, please feel free to contact our staff for further information.

**NON PROFIT ORGANIZATIONS**

- ☑ All individuals representing a non-profit organization must submit a copy of their Federal or State tax identification form. This government issued form must include the organization name and registered number. If the form does not reflect your d.b.a. (doing business as), you will need to provide proof that the parent organization has authorized your use.
- ☑ All individuals representing a non-profit organization must have the Executive Director sign the "TCTV Statement of Compliance" and "Non Resident Authorization" forms.
- ☑ All individuals representing the non-profit organization must submit a photocopy of their valid California Driver's License or California Identification Card.

We look forward to welcoming you as an active member at our Production Facility.